

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

State Project Implementation Unit, National Cyclone Risk Mitigation Project, Revenue (DM) Department - Certain Guidelines issued for formation of Community Based Cyclone Shelter Management, Maintenance and Welfare Committees (CSMMWC) in the G.O.Ms.No.9, Revenue (DM.III) Department, dated 06.12.2012 –amendment - Orders – Issued

REVENUE (DM.III) DEPARTMENT

G.O.Ms.No. 3

Dated 25.02.2013
Read

G.O.Ms.No.9, Revenue (DM.III) Department, dated 06.12.2012

ORDER:-

The following amendments are issued to the G.O read above:-

AMENDMENTS

- i. In the said G.O, the word 'Fisheries' occurred in para 5 of line 5 is deleted.
- ii. In the said G.O, para 6 is substituted with the following:-

"Andhra Pradesh State Project Implementation Unit (SPIU), NCRMP will provide an amount of Rs.1,000/- towards registration fee, procurement of necessary registers and books for each society represented by its **President** / Secretary. The **President** / Secretary of Community Based Cyclone Shelter Management, Maintenance and Welfare Committees (CSMMWC) shall pay an amount of **Rs.500/-** towards payment of fee for registration **and other charges** of the Society and present the application to the concerned District Registrar of Stamps & Registrations".

- iii. In the said G.O, para 8 is substituted with the following:-

"A list of 142 Multi Purpose Cyclone Shelters (MPCS) under construction / to be constructed (District and Mandal wise) and a list of concerned 142 Fishermen Co-operative societies, a Memorandum of Association for Cyclone Shelters Management, Maintenance and Welfare societies along with **revised** Bye-laws are appended to this order as **Annexure-I and III respectively**. Annexure-II is in the process of collection from Commissioner of Fisheries, which would be sent separately".

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

Dr.T.RADHA
COMMISSIONER FOR DISASTER MANAGEMENT &
EX-OFFICIO PRINCIPAL SECRETARY TO GOVERNMENT

To

All the Collectors of 9 Coastal Districts.

The Commissioner of Fisheries, Masab Tank, Hyderabad.

The Principal Secretary to Government, Panchayati Raj & Rural Development, Secretariat, Hyderabad.

The Principal Secretary to Government, Roads & Buildings, Secretariat, Hyderabad.

The Principal Secretary to Government, Irrigation & CAD, Secretariat, Hyderabad.

The Commissioner I & PR, Masab Tank, Hyderabad for issue of detailed Press Note to both Print & Electronic Media.

The Commissioner Panchayat Raj, Himayathnagar, Hyderabad.

The Engineer-in-Chief, Panchayati Raj Department, Errummanzil Colony, Hyderabad.

The Engineer-in-Chief, Roads & Buildings Department, Errummanzil Colony, Hyderabad.

The Engineer-in-Chief, Irrigation & CAD Department, Errummanzil Colony, Hyderabad.

The Chief Engineer, Panchayati Raj, NCRMP, Hyderabad.

The Project Manager, SPIU, NCRMP, Revenue (DM) Department, Secretariat, Hyderabad.

All the Superintending Engineers, Panchayati Raj of 9 Coastal Districts.

All District Fisheries Officers, Fisheries Department of 9 Coastal Districts.

All the DROs of 9 Coastal Districts.

All the ZP CEOs of 9 Coastal Districts.

The Team Leader, PMC, NCRMP, Hyderabad.

e-mail: dchakraborti@worldbank.org

e-mail: sdani@worldbank.org

Copy to:

The Commissioner & IG Stamps and Registrations, Moazzam Jahi Market, Hyderabad.

The PS to Principal Secretary to Government, Animal Husbandry, Dairy Development & Fisheries Department.

The PS to Principal Secretary Finance, Secretariat, Hyderabad.

The Finance (Exp.Rev) Department.

The Vice-Chairman, NDMA, New Delhi.

The Project Director, NCRMP, NDMA, New Delhi.

The Deputy Project Director, NCRMP, NDMA, New Delhi.

The District Registrars of the Registration & Stamps Department, 9 Coastal Districts.

Fishermen Societies of 9 Coastal Districts.

The PS to Commissioner for Disaster Management & Ex.Officio Principal Secretary to Government & Project Director, NCRMP, Secretariat, Hyderabad.

The PS to Minister for Revenue, Relief, Rehabilitation, ULC/ Animal Husbandry & Fisheries / Minister for Panchayat Raj & Rural Water Supply / Minister for Roads & Buildings/ Minister for Finance and Planning/ Minister for Medical Education / Minister for Forest/ Minister for Transport / Minister for Infrastructure & Investments and Ports / Minister for Stamps & Registration / Minister for Social Welfare/Minister for Tourism & Culture / Minister for Secondary Education/ Minister for Rural Development / Minister for Agriculture / Minister for Cooperation / Minister for Municipal Administration & Urban Development/ Minister for Tribal Welfare.

SF/SC-1.

**\\ FORWARDED BY ORDER **

SECTION OFFICER

ANNEXURE – I

National Cyclone Risk Mitigation Project (NCRMP)

List of Multi Purpose Cyclone Shelters (MPCS) District and Mandal wise				
Sl.No	District	Mandal	Phase-I	Phase-II
			Villages	Villages
	Srikakulam	Kaviti	1. Idduvanipalem	1. Ch. Karrivaripalem
		Sompeta	1. Gollavuru	1. Ramayyapatnam
		Vajrapukothuru	1. Amalapadu	1. Metturu
			2. Angavanipeta	2. Nuvvalarevu
			3. Ch.Batsalavanipeta	
			4. Chintavanipeta	
			5. U Narasingupalli	
			6. Bypalli	
			7. Chinavanka	
			8. Chinakothuru	
			9. Chinnajittuvani palem	
		Santabommali	1. Kollipadu	1. Reddica Sunnapalli
			2. Runku	
		Gara	1. Komaravanipeta	1. Calingapatnam
			2. Korlam	2. Bandravanipeta
			3. Perlavanipeta	
		Laveru	1. Ragupalem	
		Ranastalam	1. Komaravanipeta	1. Jagannadapuram
			2. Ch. Kovvada	2. Kotha Mukkam
			3. Donipeta	
			4. Potayyapeta	
		Polaki		1. Akkuvaram
		Etcherla	1. Moosavanipeta	1. Badavanipeta
				2. Bonthala Koduru
				3. Kotha Dibbalapalem
				4. Patha Dibbaplaem
				5. Rallapeta
	Vizianagaram	Pusapatirega	1. Barripeta H\O Pathiwada	1. Boddugurayayapeta
			2. Konaipalem	
		Bhogapuram	1. Thotapalli	
	Visakhapatnam	paravada	1. Thikkavanipalem	1. Jalaripeta
				2. Mutyalam Palem
		Nakkapalli	1. Bangarampeta	
			2. Mullaparra	

			3. Patimeeda	
		Payakaraopeta	1. Gajapatinagaram	1. Palmanpeta
			2. Ratnayampeta	2. Kumarapuram
				3. Pentakota
				4. Rajayyapeta
		Rambilli	1. Venkayyapalem	
		Atchutapuram		1. Kadapalem-I
				2. Vadapalem
		Bheemili		1. Boyaveedhi (Bheemili Muncipal Area)
				2. Chepala Dibbapalem
		S. Rayavaram		1.Bangarampalem I & II H/O Vakada
		1. Thondangi	1. Avulamanda	
			2. Laxmanudipeta	
		2.Uppalaguptam	1. Pedaraghavulupeta	
		3. I Polavaram		1. Byravapalem
		4. Katrenikona		2. Magasanitippa
				3. Balusutippa
				4. Chirrayanam
				5. Kothapalem
				6. Molleti Mogga
				7. Neelarevvu- I
				8. Pandi
				9. Pallam Kurru
		5. Allavaram		1. Rameshwaram
				2. Samantha Kurru
		6. Sakinetipally		1. Kesavadasupalem
				2. Pallipalem
		7. Malkipuram		1. Padamatipalem
				2. Kesanapalli
		8. Mamidikuduru		1. Karavaka

	West Godavari	1. Narasapur		1. Sardupallipalem of Vemulaveedhi	
				2. Chinmyavani Lanka	
				3. Pedamaghavani Lanka	
				4. Veemuladeevi (East)	
		2. Mogalturu		1. Yetimondi of Perupalem	
				2. Bellamkondavari meraka	
	Krishna	1. Kruthivennu		1. Intheru	
				2. Pedathadika	
		2. Bandar		1. Pedapatnam-I	
				2. Tallapalem	
				3. V. Kanuru	
				4. Gilakaladindi	
				5. Poletitippa	
				6. Kammavari Cheruvu	
				7. Pallitammalapalem	
		Guntur	1. Nizampatnam	1. Harbour of Nizamapatnam Village	1. Sanjeevanagar of Kothapatnam
			2. Nakshatra Nagar of Kothapalem	2. Fishermen colony of Nizampatnam village	
				3. Near MRO office of Nizampatnam	
				4. Padamativeedhi of Nizampatnam	
	2. Repelle		1. Mollagunta of Katta	1. Lankavanidibba	
	Prakasam	1. Ulavapadu	1. Chakicherla	1. Alagayypalem of Karedu	
				2. Pallipalem of Ramayapatnam (Proposed for site change)	
				3. Kothapallipalem of Karedu	
				4. Pedapallipale of Karedu	
		2. S. Konda	1. Pakala Main	1. Pothaiahgari Pattapupalem of Pakala	
		3. N.G. Padu	1. Thopulapalem of Kanuparthu		

	Prakasam			
		4. Chirala		1. Odarevu
		5. Kothapatnam		1. K.Pallipalem
				2. Motumala
				3. Padarthy
				4. Rangaiah Palem
				5. Gamalla Palem
				6. Madanur
		6. Gudlur		1. Mondivaripalem
				2. Salipeta
	Nellore	1. Bogole	1. Kothakadapalem	
			2. Pathapalem ofChennapalem	
			3. Tenkyalachetla palem	
		2. Muthukur	1.Epurupattapupalem	
		3. Kavali	1. Chinaramudupalem	1. Chinapattapupalem H\O Chennayyapalem
			2. Indranagar colony of Thummalapenta	
			3. Karetivaripalem	
			4. Pallipalem of Thummalapenta	
			5. Pedanattu	
			6. Ramudipallipalem	
			7. Sri Ramapuram-II	
			8. Pedda Ramudipalem	
		4. Vidvaluru	1. Sri Gowripuram of Ramatheertham	1. Pallipalem of Utukuru
			2. Venkatareddy Palem	2. Pedapalem of Ponnepudi
				3.Pedapalem of Utukuru
				4. Anajaneyapuram
		5. Indukurupeta		1. West Pattepupalem of Mypadu
				2. Korutu Pattapupalem
		6. Alluru		1. Audinarayanapuram
		7. Vakada		1. Pamaji
		8. Kota		1. Kothapatnam
				2. Srinivasa satram
Total	9	46	55	87
Grand Total- 142				

Dr. T.RADHA,
 COMMISSIONER FOR DISASTER MANAGEMENT &
 E.O. PRINCIPAL SECRETARY TO GOVERNMENT.

Annexure III
Document No: I
MEMORANDUM OF ASSOCIATION FOR
THE CYCLONE SHELTER MANAGEMENT, MAINTENANCE AND WELFARE
COMMITTEE (CSMMWC)

1. **Name of the Society:** Cyclone Shelter Management, Maintenance and Welfare Committee (CSMMWC), _____ (**(name of the shelter village)**).

2. **Location of Registered Office of the Society:** Multipurpose Cyclone Shelter Building,

Village:

Post Office:

Mandal:

Police Station:

District:

Andhra Pradesh.

3. **Aim and Objectives:**

- (a) To manage and maintain the Multi Purpose Cyclone Shelter (MPCS) constructed under National Cyclone Risk Mitigation Project (NCRMP), SPIU, Hyderabad, as a caretaker to the community asset on behalf of Government of Andhra Pradesh and for the welfare of the community at large.
- (b) To ensure safe custody of the building and the equipment supplied / to be supplied from Government and individual/donors from time to time.
- (c) To keep the building in readiness for use as shelter by the evacuated persons during the disaster and to vacate the same after disaster.
- (d) To ensure below mentioned lawful use of the building during normal time, to put it on use and collect funds for maintenance and to carry out actual minor repair work as per the rule out of the fund and maintain the records as per rules for the welfare of the society.

The MPCs can be used for below mentioned social uses during normal times:

- Class rooms for the schools
 - Community Centres for functions on rental basis
 - Anganwadi Centres
 - Artisan Complexes
 - An integrated service delivery centre for activities like training programmes, group meetings of youth, men and women
 - Health Camps
 - Veterinary Camps and Welfare hostels
- (e) To ensure participation of the vulnerable community and fishermen in disaster preparedness activities and in management and maintenance of the MPCS.
 - (f) To organize community and fishermen based capacity building activities like workshops, seminars, training programme on disaster related skills, padayatra etc to sensitise, involve and to strengthen the community and fishermen.
 - (g) To develop a spirit of voluntarism among the youth of the community and fishermen and organize them in to different Disaster Task Forces (DTFs), strengthen their capacity and ensure their participation in disaster management.
 - (h) To disseminate disaster warnings and preparedness safety tips in the community and fishermen.
 - (i) To establish and maintain relations with field level officials of different departments of Government, Village Disaster Management Committees (VDMC) members and Non Government Organisations (NGOs) for better preparedness and management of rescue and rehabilitation during disaster.

Signature of the President/Secretary

4. Certificate :

- (a) "Certified that the CSMMWC is formed without a profit motive and that no commercial activities are involved in its undertaking".
- (b) "Certified that the Bearers are not paid from the CSMMWC association".
- (c) "Certified that the office Bearers' signatures are genuine."

Declaration:

We the undersigned persons in the memo have formed into an association and take responsibility to run the affairs of CSMMWC. We are desirous of getting the Society registered under A.P. Societies Registration Act 2001 (Act-35, 2001).

Sl. No.	Name & S/o. (In block letters)	Age	Occupation	Designation in CSMMWC	Residential Address	Signature & Contact Number
1				President		
2				Vice - President		
3				Secretary		
4				Executive Member		
5				Executive Member		
6				Executive Member		
7				Executive Member		
8				Executive Member		
9				Executive Member		
10				Executive Member		
11				Executive Member		

Signature of the President/Secretary

12				Executive Member		
13				Executive Member		
14				Executive Member		
15				Executive Member		
16				Executive Member		
17				Executive Member		
18				Executive Member		
19				Executive Member		
20				Executive Member		
21				Executive Member		

Members:
WITNESSES:

Sl. No.	Name & Address	Age	Occupation	Residential Address	Signature
1					
2.					

Signature of the President/Secretary

ANNEXURE-III
Document No: II
BYE LAWS OF
CYCLONE SHELTER MANAGEMENT, MAINTENANCE AND WELFARE
COMMITTEE (CSMMWC)
CHAPTER I: Constitution, Name, Address, Area of Operation and Objectives.

Article 1: Constitution

1. Members of the __ (Shelter village) __ and served villages _____, _____, _____ of the cyclone shelter __ (Name of the Cyclone Shelter) __ agreed to constitute a 'Cyclone Shelter Management, Maintenance and Welfare Committee' (CSMMWC) and register the same as a legal body under Andhra Pradesh Societies Registration Act 2001.
2. It is registered as a society bearing the Registration No: _____

Article 2: Name and Address

1. The name of the society is Cyclone Shelter Management, Maintenance and Welfare Committee _____ (name of the shelter village) _____ and it will be identified as CSMMWC _____ (name of the shelter village) _____ for all purposes.
2. The registered Office of the CSMMWC is situated at the Cyclone Shelter of (name of the shelter village). Village: _____ Post Office: _____
Mandal: _____ Police Station: _____
District: _____ Andhra Pradesh.

Article 3: Area of Operation

1. The area of operation of the CSMMWC will be limited to _____ (the shelter village) and the served villages _____, _____, _____ tagged to the MPCs.
2. The MRO will identify the villages to be tagged to shelter villages. Any disputes regarding overlap of the jurisdiction of villages or the uncovered villages will be redressed and the area of operation will be finalized after proper consultations with the communities.
3. The names of the shelter and served villages shall be indicated in the area of the operation.

Article 4: Objectives

- (a) To manage and maintain the Multi Purpose Cyclone Shelter (MPCS) constructed under National Cyclone Risk Mitigation Project (NCRMP), SPIU, Hyderabad, as a caretaker to the community asset on behalf of Government of Andhra Pradesh and for the welfare of community at large.
- (b) To ensure safe custody of the building and the equipment supplied / to be supplied from Government and individual/donors from time to time.
- (c) To keep the building in readiness for use by the evacuated persons during the disaster and to vacate the same after disaster.
- (d) To ensure lawful use of the building during normal time, to put it to use and collect funds for maintenance and to carry out minor repair work out of the fund and maintain the records as per rules for the welfare of the society.

Signature of the President/Secretary

The MPCSS can be used for below mentioned social uses during normal times:

- Class rooms for the Schools
 - Community Centres for functions on a rental basis;
 - Anganwadi Centres;
 - Artisan Complexes;
 - An integrated service delivery centre for the activities like training programmes, group meetings of youth, men and women;
 - Health Camps,
 - Veterinary Camps and Welfare hostels.
- (e) Carry out of minor repair works out of the fund and maintain the records as per rules.
- (f) To ensure participation of the vulnerable community and fishermen in disaster preparedness activities and in management and maintenance of the MPCS.
- (g) To organize community and fishermen based capacity building activities like workshops, seminars, training programme on disaster related skills, padayatra etc to sensitise, involve and to strengthen the community and fishermen.
- (h) To develop a spirit of voluntarism among the youth of the community and fishermen and organize them in to different Disaster Task Forces (DTFs), strengthen their capacity and ensure their participation in disaster management.
- (i) To disseminate disaster warnings and preparedness safety tips in the community and fishermen.
- (j) To establish and maintain relation with field level officials of different departments of Government, Village Disaster Management Committees (VDMC) members and Non Government Organisations (NGOs) for better preparedness and management of rescue and rehabilitation during disaster.

CHAPTER - II ORGANISATIONAL STRUCTURE

Article 5 : Governing body of the CSMMWC

1. The CSMMWC governing body will consist of Local Community and Government members. Local Community members will be selected / nominated by General Body (initially its through Gram Sabha) i.e. two representatives each from the shelter village, served villages /hamlets, Representative from NGOs, SC &ST, Women, differently abled sections, Local Disaster Management Teams (DMTs), President/**Member** of Self Help Group (SHG) Samakyas, Fisheries Co-operative Societies (FCS) President/**Member of the Society according to local availability**.
2. The official Members in the governing body of CSMMWC consists of 1.MRO (Tahasildar), 2.MPDO, 3.Medical Officer, 4.Fisheries Development Officer (FDO), 5.Revenue Inspector (RI), 6.ANM, 7.Anganwadi worker, 8.Head Master/**Teacher** of the school in the campus in which the MPCS has been constructed, 9.Junior Engineer/ Assistant Engineer of the Mandal (block)/ RD Department, 10. Local Sarpanch, 11. Vice -President (Upa sarpanch), 12. Government official from relief, rehabilitation and reconstruction will be the Ex-officio member of the society, 13.Panchayat Secretary, 14.Village Revenue Officer (VRO).
3. MPTC, MPP, ZPTC are the special invitees without voting rights.
4. **Deleted.**
5. **If any of above mentioned Committee Member is not available at the time of the formation of committee/registration, in-charge person may be considered for that membership. After actual designated person comes he will be joined as the member through proper amendment.**

Signature of the President/Secretary

6. CSMMWC no need to submit any rental agreement or declaration.

Article 6: Executives of the CSMMWC

1. Mandal Revenue Officer (MRO/Tahasildar) of the concerned Mandal will function as the Ex-Officio President of the CSMMWC.
2. Sarpanch of the Gram Panchayat of Shelter Village will function as the Ex-officio Vice- President of the CSMMWC.
3. One representative of the vulnerable community preferably fishermen community, selected by General Body or in case of urgency nominated by the President, will function as the Secretary of the CSMMWC.
4. Such person must have passed 10th class (SSC).
5. Secretary is the Executive Officer of the society.

Article 7: Members & Fee

1. Head and his spouse of the families of shelter village and served villages are the members of the General Body and are the beneficiaries of the Cyclone Shelter. The CSMMWC, constituted with both Local and Government members will be treated as the Governing Body of the society.
2. Member should be at the age of **18 years and above**. The Governing body is authorised to decide membership after verification of supporting documents.
3. Ration Card (PDS card)/ Aadhaar card shall be considered as proof of the age and identification of the head of the family and his spouse.
4. No fees will be charged for membership of the society.

Article 8: General Body - Rights and Functions

The rights of the members are...

1. Right to take shelter with family members, guests, relatives and live stock in the MPCS during disaster.
2. Right to share the benefits of the MPCS as a member of the vulnerable community.
3. Right to share the information regarding the management and maintenance of the MPCS.
4. Right to share the information on disaster warning and disaster safety tips.
5. Right to acquire knowledge, skill and information as a member of the Disaster Management Team.
6. Right to be trained, oriented and informed as per his/her capability on disaster related activities.
7. To make suggestions for improving management and maintenance of the building.
8. Right to not to be excluded from obtaining the benefits of MPCS on the grounds of religion, cast, creed, gender, political affiliation, nativity, language, illness, faction, differently abled etc..”.

Article 9: Obligations of the members of General Body

Obligations of the members are:

1. To Respect and obey the bye-laws of the society, resolutions of the CSMMWC and To follow the instructions issued by The Government of Andhra Pradesh from time to time.
2. To actively participate in the capacity building and disaster related activities.
3. To volunteer in rescue, response and rehabilitation activities.

Signature of the President/Secretary

4. To volunteer for maintenance of the MPCS building and the equipments as community assets.
5. To maintain discipline in all activities during normal and disaster times.
6. To respect the feelings of fellow beneficiaries.
7. To pay the dues/charges, if levied any by the CSMMWC, for private use of the MPCS.
8. To use minimum space by himself and his family and let others take shelter during the disaster.
9. To vacate the building immediately after the disaster.
10. Not to discriminate or debar anybody on the basis of caste, religion, class, gender, faction, political affiliation, illness, nativity, language, creed or community etc.,.

Article 10: Tenure / Dissolution of the CSMMWC

1. The CSMMWC is a permanent body and can only be dissolved by an order of the Government of Andhra Pradesh.
2. Membership of a local community member can be terminated as per the provisions of Andhra Pradesh Societies Registration Act 2001:-
 - a. If the age of the member is below **18 years**;
 - b. If member is of unsound mind and stands so declared by a competent court;
 - c. Convicted of an offence involving moral turpitude or sentenced by a criminal court to a fine of not less than Rupees One Thousand or to imprisonment for a period of not less than six months;
 - d. Disqualified for such appointment by an order of a court.
 - e. **Membership of the Member can be terminated by a resolution of the CSMMWC or by the order of the Government of Andhra Pradesh on the following grounds: -**
 - i. **If he/she ceases to be a citizen of India.**
 - ii. **Has permanently left the vulnerable area and residing elsewhere.**
 - iii. **Remains absent in the area for most parts of the year.**
 - iv. **Misuse the MPCS or works against the spirit of the society**
 - v. **Involves in antisocial, immoral activities or any other reason which in the opinion of the President and the CSMMWC, forfeits his continuance in the society is against the public interest.**
3. Tenure of the Secretary is three years only. After which secretary is to be selected as per article 6 (3).
4. **If any Executive Committee member resigned/terminated/died temporary member will be selected through proper resolution.**

Article 11: Powers and Functions of the President

1. President of CSMMWC will convene and preside over all the meetings of the CSMMWC.
2. The President will function as the Chief Executive of the society and will carry out the activities as per law in the Multi Purpose Cyclone Shelter.
3. The President will supervise the activities of the CSMMWC during normal & Disaster times.
4. The President will execute and supervise the Management, Maintenance & Repair Activities & Capacity Building activities and programmes of the CSMMWC.
5. The President can call for the record books, inspect, check the accounts & instruct the proper financial procedure to be followed by the Secretary of the CSMMWC.
6. The President will carry out the decision of the CSMMWC through proper resolution.

Signature of the President/Secretary

7. The President will be a signatory in the joint account held with Secretary of the CSMMWC.
8. The President can terminate the membership of any member on above ground 10 (2) with prior of approval of District Collector and if CSMMWC is satisfied. The president can dissolve the CSMMWC executive body and terminate/replace the Secretary or any member with prior approval of the District Collector.
9. As per rules he can sue and can be sued on behalf of the CSMMWC.
10. He will cast his vote in case of tie in decision making process.

Article 12: Powers and Functions of the Vice-President

1. The Vice-President shall assist the president in discharging his duties.
2. The Vice-President shall preside over the meeting in absence of the President.
3. The Vice-President shall perform all the functions delegated in written by the President, except Sl. No: 9 of Article 11.

Article 13: Powers and Functions of the Secretary

1. The Secretary is the Executive Officer of the society and custodian to all records relating to the society and correspondent on behalf of the society.
2. The Secretary is responsible for the day to day activities of the society.
3. The Secretary shall be the custodian of the shelter and the equipments provided to the shelters and will be responsible for any loss/ damage to the properties.
4. The Secretary shall be responsible for keeping the shelter and its compound clean regularly.
5. The Secretary shall maintain the records like Minutes Book, Cash Book and Property Register, IT pay book etc... The secretary shall also be responsible for the maintenance of such records.
6. The Secretary shall carry out the decisions of the CSMMWC through resolutions/ written order of President.
7. The Secretary shall arrange and organise Disaster Management & Capacity Building Activities as per the instructions received by the State Government Authorities.
8. The Secretary can put the MPCS building to social use and collect user fees on proper receipt at a rate decided by the CSMMWC through proper resolution.
9. The Secretary shall keep the proper account of the Income and Expenditure, maintain Cash Book, and pass it out in the next meeting of the CSMMWC through proper resolution.
10. The Secretary can enhance the society fund through appropriate resolution. All the funds collected will be kept in the joint account of the CSMMWC held by the President and the Secretary.
11. The Secretary shall submit Monthly reports of CSMMWC activities in given proforma to Government of Andhra Pradesh.
12. On approval of the president, the Secretary shall convene the meetings/ emergency meetings of the CSMMWC regularly.
13. He/ She shall liaise with Govt. of Andhra Pradesh and other agencies concerned with cyclones on behalf of the CSMMWC.

Article 14: Books and Reporting:

1. Society shall keep Register of members and enter therein the following particulars and shall file with the Registrar:-
 - (a) Name, Address and the Occupation, if any, of each member;
 - (b) Date on which the name of each person was entered in the register as member;
 - (c) Date on which any person cease to be a member; and the specimen signatures of the members.

Signature of the President/Secretary

3. Society shall keep at its office, the following accounts records, and documents, namely:-

- (a) a copy of Andhra Pradesh Registration Societies Act-2001 with up-to date amendments incorporated;
- (b) a copy of its registered Memorandum along with up to date bye-laws with amendments made from time to time;
- (c) the Minutes book;
- (d) Accounts Book of all sums of money received and expended by the society and their respective purposes;
- (e) accounts Book of all assets and liabilities of the society;
- (f) an up to date register and a list of all the members with voting rights for the current year prepared within thirty days of closure of the society's financial year;
- (g) Copies of the audit reports if any, and compliance reports thereon; and all such other accounts, records and documents as may be required by this Act.
- (h) The Register of members shall be kept open during the business hours subject to such reasonable restrictions as the bye-laws of the society may specify.
- (i) Every year the society shall, within fifteen days from the date on which the General Body meeting was held, furnish a list to the Registrar of societies which shall contain the names and addresses of the members of the Managing Committee and officers entrusted with the management of the affairs of the society.
- (j) Society shall display its name outside its office premises in conspicuous position in legible characters of the language in general use in that place.
- (k) Society shall have its name engraved in legible characters on its seal.
- (l) The CSMMWS shall normally submit a report of its activities to the Government of Andhra Pradesh in a prescribed format once every quarter, with a copy to the Mandal Revenue Officer (MRO) and concerned District Collector.
- (m) Society shall, deliver a copy of its Bye-laws, to each member of the society at the time of admission.
- (n) Society shall supply to every member a copy of the balance sheet or a statement of accounts with the auditor's report at its annual general body meeting, if not supplied in advance.

Article 15: Powers of the CSMMWC

- The CSMMWC shall function, notwithstanding that any person who is entitled to be a member by reason of his office is not a member for the time being and notwithstanding any other vacancy in its body whether by non appointment or other wise and no act of proceeding of the above CSMMWC shall be invalidated merely by reason of the happening of any of the above events or of any defects in the appointment of the members.
- Any local community member, who fails to attend the consecutive meetings of the Governing Body without proper leave permission from the President, shall cease to be a member thereof.

Signature of the President/Secretary

- Any vacancy in the membership of the CSMMWC shall be filled by the General Body from among the members of General Body.

- The committee shall convene a General Body requisition meeting within thirty days of receipt of a requisition for convening a meeting signed by at-least one third of the members of a society or as provided in the bye-laws and any such requisition shall contain the proposed agenda and the reasons for such meeting.
- Every society shall record in the Minutes book, the Minutes of all proceedings of every General Body meeting and also every meeting of its Committee.
- Such minutes shall be communicated to all the members invited to the meeting within thirty days of the conclusion of the meeting.
- The minutes so recorded shall be signed by the persons who chaired the said meeting.

Article 16: Proceedings of the CSMMWC

- Every meeting of the CSMMWC shall be chaired by the President and in his absence by the Vice- president. In the absence of both, by a person chosen by the members present among themselves.

Article 17: Functions & Responsibilities of CSMMWC

The CSMMWC shall be responsible for below mentioned functions and Responsibilities:

- Receive and decide on proposals for social use of CSMMWC as per rules.
- Determine the amount of user fees for different types of CSMMWC Uses.
- The duration for which use will be permitted.
- Monitor that the shelter is used responsibly.
- Take remedial or punitive action against misuse.
- Directing the Normal time use of the MPCS.
- Shelter management and maintenance of fund.
- Disaster preparedness of the community.
- Management during disaster.
-

Article 18: Activities of CSMMWC

The CSMMWC are categorized into 3 groups:

- A. Activities during normal times
- B. Activities during times of disaster
- C. Activities after disaster

A. Activities during normal time

- First preference will be given to use of the shelter building for the school purposes during normal times.
- As alternative, the MPCS can be used for community and other uses as mentioned in objectives of Society.
- If possible , the MPCS building and the campus can be put to income generating uses temporarily and user fees at the specified rates be collected.
- The MPCS should be kept clean and always fit for use as shelter during disaster.
- To organize quarterly CSMMWC meetings and work accordingly.

Signature of the President/Secretary

To elaborate and updated Disaster Management Plans (DMP).

- To ensure proper maintenance of shelter equipment.
- To provide required information to all concerned stakeholders.
- To maintain Co-ordination among the DMTs.
- Maintenance shall be the joint responsibility of the Government of Andhra Pradesh and CSMMWC. The Government of Andhra Pradesh will be responsible for major repairs. The CSMMWC shall bring major repairs needs to the notice of the Government of Andhra Pradesh.
- The CSMMWC will be responsible for day to day maintenance.
- The CSMMWC shall have no authority to alter any of the provisions of the shelter in anyway.
- In order to fulfil its responsibility towards shelter maintenance, the CSMMWC shall establish a shelter maintenance fund by way of financial contribution from the community and from other local users such as the Gram Panchayati and by putting the Shelter to income generating use.

Disaster Preparedness

- The CSMMWC constitute Disaster Management Teams (DMTs/Task force) at community level as per Govt. Andhra Pradesh guidelines. Disaster Management Teams (DMT) will be formed in each village for specialized task like Search & Rescue, First Aid, Health and Sanitation, Warning Dissemination, Shelter Management, Damage Assessment, Carcasses Disposal, Relief etc. Each team will consist of 6 to 10 members depending on the availability of local youth within the age group of 18 to 35.
- The CSMMWC will monitor the work of these Task Forces from time to time.
- The CSMMWC will assist in the formulation of a Disaster Management Plan at community level.
- The CSMMWC will organize different capacity building activities/ training programme, disseminate disaster warning and safety tips etc to the community.
- The CSMMWC will prepare Disaster Management Plan (DMP). The DMT will function as per the directions issued by the CSMMWC time to time.

B. Activities during Disaster times

Just before a cyclone:

- The Fisheries Development Officer is to be made Convenor of the CSMMWC at the time of Disasters.
- On receipt of the disaster warning, the CSMMWC will be alert and will organize an emergency meeting.
- CSMMWC will vacate the occupier from the MPCS and ensure readiness immediately.
- An agreement written or oral with anybody to occupy for the time being will stand cancelled automatically.
- CSMMWC will clean the cyclone shelter and keep it ready for occupation by the beneficiaries. CSMMWC will arrange Drinking water, First Aid service, Lighting etc... in the shelter
- The CSMMWC will help the administration/ community members on evacuation.
- CSMMWC will facilitate shelter of the evacuated persons before disaster and vacation after the disasters.
- The CSMMWC will direct DMT. DMTs will function as per the directions issued by the CSMMWC time to time.

During a cyclone

- CSMMWC will provide all co-operations to the beneficiaries for taking shelter during the cyclone.

Signature of the President/Secretary

- It will ensure separate accommodation for children, pregnant women, old and disabled in the shelters.
- Maintain discipline in the shelter.

C. Activities after Cyclone

- Help the beneficiaries return to their own homes after the cyclone.
- Provide information to Govt. of Andhra Pradesh and District Administration
- Help dispose the dead bodies and carcasses.
- Launch relief operation in cooperation with District Administration.

Article 19: Meetings Quorum & Voting

- Quorum= Half of the total members for General Body Meeting and ¼ for Governing body Meeting.
- The CSMMWC Governing body will meet in once in 3 months.
- The President/ Secretary can call this meeting of CSMMWC with 7 days notice
- Steps will be taken to decide the matters unanimously. If difference of opinion arises on any subject, then it may be decided on the basis of majority of votes cast. Each member shall have one vote and in case of equality of votes on any question, the president shall cast his vote.
- Where there is a difference of opinion among the members of the CSMMWC Should unanimity not be reached on any members, voting by a simple show of hands will be initiated.
- The President will decide the procedure of voting. Details of voting and the decisions should be recorded in the Minutes Book of the CSMMWC.

General Body Meeting

1. General Body will meet once in a year i.e., in the month of _____
2. **The Ordinary meeting** of the general body should be convened by the secretary with 15 clear days notice once in year.
3. **Emergency Meeting:** The Chairman or Secretary may convene any emergency meeting on his own initiative to transact any matters of urgent importance with notice of seven days.
4. General Body should pass the budget for the ensuing year and approve expenditure statement of previous year.
5. General Body should approve the reports of the activities of Society.
6. General Body should elect the required Executive Committee members etc.,
7. General Body should appoint Auditor.
8. Half of the total members for General Body will form quorum
 - Management and maintenance, filling of vacancies in the CSMMWC (private members), activities regarding formation of DMTs and preparation of DMPs and other important matters may be discussed in the meeting.

CHAPTER-V FINANCIAL AND GENERAL GUIDELINES

Article 20: Joint Account:

1. The CSMMWC shall keep proper accounts, of all funds entrusted to it.
2. Money shall be deposited immediately in a bank account of the committee.
3. The president and secretary shall jointly operate this account.
4. Account statement shall be presented on a quarterly basis by the Secretary to the CSMMWC with a copy to the Govt. of Andhra Pradesh.

Signature of the President/Secretary

Article 21: Shelter equipments:

- The CSMMWC will be duty bound to receive, keep in custody in good condition and maintain the shelter equipment supplied to the cyclone shelter by Govt. of Andhra Pradesh and any other agency for search and Rescue, First Aid, free kitchen or any other purposes.
- The equipment will be put to emergency uses when such situation arises.
- The equipment received will be duly entered in the Stock Register maintained by the CSMMWC. Copies of the list of the equipment will be supplied to the concerned Mandal Revenue Officer (MRO) and Collector.
- The equipment will be used only for the purpose for which it is supplied in emergency situations.
- The equipment cannot be used for other purpose without prior approval of the Government of Andhra Pradesh.

Article 22: Funds

- The society can receive and raise funds through user fees, Subscriptions, Grants from Government and Non-governmental sources in India and spend such money for the promotion of the objectives of the CSMMWC. They will report to Government of Andhra Pradesh.

Article 23: Audit

- The funds of the society shall be audited annually by a qualified auditor or Government auditor. A copy of the annual audit report will be sent to Govt. of Andhra Pradesh, District Collector and concerned Registrar of Societies.

Article 24: Role of Govt. of AP

- The CSMMWC and DMTs should obey the guidelines issued from State Government on disaster related aspects. In the event of any conflict or confusion a clarification will be sought from Govt. of Andhra Pradesh on the matter.
- The CSMMWC and its Secretary are duty bound to cooperate with the officials from State Government for verification of any equipment, any register, cash book, bank account pass book etc... During their course of official visit.

Article 25: Legal Action:

- The CSMMWC, as a legal person, can sue or be sued on behalf of the society.

Article 26: Amendment in Memorandum and Bye-laws:

1. By a "special Resolution" a society may alter the provisions of the Memorandum.

Signature of the President/Secretary

2. Subject to the provisions of this Act, and the conditions contained in its Memorandum, a society may, by an ordinary resolution passed by
3. not less than $\frac{1}{2}$ (Half) of the members present and voting alter its bye-laws.
4. Any alteration of the Memorandum of the society shall not be valid unless such alteration is registered under this Act.
5. If any alteration of the Memorandum is filed with the Registrar and if they are not contrary to the provisions of this Act, he shall register the same and shall certify the registration of such alteration under his hand and seal within thirty days from the date of receipt of the resolution. The certificate shall be conclusive evidence that all the requirements of this Act with respect to the Alteration and the certification thereof have been complied with and henceforth the Memorandum as so altered shall be the Memorandum of the society.
6. Every alteration in the bye-laws of the society should be sent to the Registrar and he shall take it on record if it is not contrary to the provisions of this Act.

CERTIFICATE

Certified that this is the true and correct copy of the rules and regulations (Bye-laws) of the Cyclone Shelters Management and Maintenance Welfare Committee (CSMMWC) of Village _____
P.O. _____ Mandal _____
District _____ Andhra Pradesh.

PRESIDENT

SECRETARY

Dr. T.RADHA,
COMMISSIONER FOR DISASTER MANAGEMENT &
E.O. PRINCIPAL SECRETARY TO GOVERNMENT.